

TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO.	BUILDING	
REMARKS: 2 copies EXA/DA <i>[Signature]</i> DDA/Registry <i>[Stamp: PLEASE RETURN TO DDA REGISTRY]</i>		
FROM: D/CO		
ROOM NO.	BUILDING	EXTENSION

ADMINISTRATIVE-INTERNAL USE ONLY



OC-1077-86

05 NOV 1986

MEMORANDUM FOR: Executive Director

VIA: Administrative Officer, DCI
Deputy Director for Administration

FROM:
Director of Communications

STAT

SUBJECT: Request for Approval to Incur Expenses

STAT

1. Approval is requested to incur expenses allowed under

STAT

2. I believe the expenditure of appropriate funds is authorized under for the costs of coffee and pastry for applicants while attending an Office of Communications' recruitment presentation. Several presentations are scheduled to take place in seven cities throughout California and Hawaii during the period 16 through 22 November 1986.

STAT

3. It is estimated that an average of 50 interested parties will attend the recruitment presentations in each of the cities.

4. Designated officials present will be four Office of Communications' Recruitment Officers.

5. I certify that the attendance of the officials referred to in paragraph 4 is considered essential to the conduct of official government business and that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost for coffee and pastry would be \$250.

STAT



DD/A REGISTRY
FILE: 30-2

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Request for Approval to Incur Expenses

STAT

CONCUR:

Deputy Director for Administration

Date

STAT

I certify the availability of funds in the amount indicated in paragraph 6.

Budget and Fiscal Officer, DCI

11/12/86

Date

STAT

APPROVED:

fo _____
Executive Director

1- 1986

Date

STAT

AUTH:

Chief, OC-AMD

4 NOV 1986

Date

STAT

ORIG: OC/AMD/SS

STAT

Distribution:

Original - Addressee

1 - ER

2 - DDA

1 - D/CO

TRANSMITTAL SLIP		DATE 7 Nov 86
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ROOM NO.	BUILDING	
REMARKS:		
<div>EXA/DDA <u>gm</u> 7 NOV 1986</div> <div>ADDA <u>RA</u> 7 NOV 1986</div> <div>DDA <u>D</u> 11.0 NOV 1986</div> <div>DDA/Registry</div>		
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